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Maintenance

FLYING CREW CHIEF PROGRAM

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OPR: HQ AMC/LGQP (Major John M. Meek)

Certified by: HQ AMC/LGQP
(Col Thomas J. Osterhoff)

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This instruction establishes policy, management responsibilities, and administrative procedures for the Flying Crew Chief (FCC) Program. This instruction applies to all Air Mobility Command (AMC) units, but does not apply to AMC-gained Air Force Reserve Command (AFRC) Reserve units. This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*, AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, and Air Force Instruction (AFI) 21-101, *Maintenance Management of Aircraft*. It was written with Air Force quality principles in mind to provide basic guidance from higher headquarters, and to allow some unit flexibility. Use AF Form 847, **Recommendation for Change of Publication**, to send comments and suggested improvements for this instruction through channels to HQ AMC/LGQP, 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This revision incorporates interim changes 2000-01 and 2000-02. Interim change 2000-01 adds FCC training qualifications and mission duty requirements for C-9A Flying Crew Chiefs. Interim change (IC) 2000-2 adds FCC training qualifications and mission duty requirements for C-20C and VC-25A Flying Crew Chiefs. A “I” indicates revised material since the last edition.

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Chapter 1

INTRODUCTION

1.1. Objective. The objective of the FCC program is to provide maintenance support for aircraft operating away from home station. FCCs are responsible for the recovery, inspection, maintenance, servicing, generation, and launch of high priority AMC aircraft. FCCs knowledge, experience, and training increase global reliability, and maintainability.

1.1.1. FCCs are assigned to specific mission-design series (MDS) aircraft to provide maintenance support on a regular basis, but may be required to provide maintenance support to other like MDS aircraft to support mission requirements.

1.1.2. The FCC program only applies to maintenance personnel directed to fly regularly as a result of:

1.1.2.1. Department of Defense, Air Force, or other higher authority written policies directing FCCs to accompany their aircraft for mission accomplishment.

1.1.2.2. MAJCOM written policy to ensure support at bases without qualified support.

1.1.2.3. Technical order directed in-flight maintenance (e.g. helicopter functional check flights).

1.2. Qualifying Missions.

1.2.1. To meet the intent of AFI 21-101 and AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, FCCs must:

1.2.1.1. Fly and support a minimum of three missions per quarter to meet the intent of AFI 36-3017, Table 2 and 3 to receive SDAP.

1.2.1.2. A mission may consist of one or more sorties. Regardless of the number of sorties requiring FCC maintenance support, the mission only counts as one. **NOTE:** While an aircraft is away from home station, mission numbers may change several times.

1.2.1.3. For a mission to meet the intent of the program, the following criteria must be met.

1.2.1.3.1. A qualifying mission is one where the FCC is required to accomplish maintenance (servicing, maintenance, or inspection) at locations other than home station so the aircraft is prepared for its next departure.

1.2.1.3.2. Qualifying missions include missions where FCCs are required to fly on missions directed by higher authority written policy (e.g. alert missions, special operations, etc.).

1.2.1.3.3. Qualifying missions include missions where FCCs are required by technical order to perform in-flight maintenance (e.g. helicopter functional check flight).

1.2.2. The mission number on the AFTO Form 781, **AFORMS Aircraft/Mission Flight Data Document**, will identify qualifying missions.

1.2.3. Assign only two FCCs to each qualifying mission. **EXCEPTION:** Squadron commanders may assign the minimum number of additional FCCs when required to maintain proper work/rest cycles or to meet technical order requirements.

1.2.4. The following situations do not qualify the FCC for SDAP:

- 1.2.4.1. Occasional flights where the aircraft is used as transportation in lieu of commercial air.
- 1.2.4.2. Local training, incentive, or indoctrination flights where the aircraft departs from and returns to home stations.
- 1.2.4.3. Deployments where additional maintenance personnel are required at the designated location to supplement assigned maintainers.

1.3. Wartime and Contingency Operations.

- 1.3.1. Commanders will ensure an operational risk assessment is accomplished to determine whether a FCC should be required to fly missions in wartime or contingency operations. See Paragraph [2.13.1.1](#) for guidance pertaining to leaving FCCs behind when they are not permitted in the theater of operations.
- 1.3.2. FCCs are not authorized life support equipment, integrated survival vest/body armor, or Aircrew Eye Respiratory Protection (AERP) equipment as prescribed in AFI 11-301, *Life Support Program*. Any mobility equipment required may be obtained from the unit mobility section.

1.4. Mission Essential Ground Personnel (MEGP).

- 1.4.1. MEGP status is granted to individuals who perform unique support duties directly associated with and essential to a particular mobility aircraft, aircrew, or mission as prescribed in AMCI 11-208, *Tanker/Airlift Operations*. These duties require direct access to the aircraft and/or aircrew during ground or flight operations. MEGP travel in passenger status, but report to the aircraft commander. MEGP will not be bumped en route without Tanker Airlift Support Center (TACC) or Commander, Mobility Forces approval.
- 1.4.2. Approval Authority. Flying unit commanders approve MEGP status for FCCs on unit aircraft.
- 1.4.3. All MEGP require valid travel orders annotated with MEGP status and must include their approving authority's endorsement for validation as prescribed in AMCI 11-208.

1.5. Crew Chief of the Year Award.

- 1.5.1. All units are eligible to submit a crew chief for the **Kavin B. Stafford, AMC Crew Chief of the Year Award**. Some units may not meet the minimum requirements for eligibility to the FCC program, but have crew chiefs dedicated to maintaining their assigned aircraft in the highest standards. In this instance, the crew chief is eligible to be submitted for this award. Submissions for this award are outlined in AFI 36-2805/AMCS1, *Special Trophies and Awards*, and AMC 1997 Special Trophies and Awards Guide.

Chapter 2

RESPONSIBILITIES

2.1. HQ USAF FCC Functional Management.

2.1.1. HQ USAF/ILMM is the functional manager for the FCC program. ILMM sets criteria for FCCs by weapon system, validates MAJCOM FCC reports, and forecasts FCC SDAP budget needs. HQ USAF/ILMM approves/disapproves FCC allocation increases/decreases in coordination with HQ USAF/DPXP. FCC program guidance is outlined in AFI 21-101.

2.1.2. HQ USAF/DPXP is responsible for budgeting, control, and allocation of SDAP positions to major commands (MAJCOM). SDAP positions are recertified every 2 years for budget programming purposes. SDAP entitlements are governed by AFI 36-3017.

2.2. HQ AMC/LGQ, Command FCC Functional Manager Responsibilities. HQ AMC/LGQ will:

2.2.1. Determine which squadrons will participate in the FCC program.

2.2.2. Validate and forward squadron FCC SDAP requests to HQ USAF/ILMM and DPXP.

2.2.3. Annually validate SDAP positions.

2.2.4. Establish command-unique training requirements.

2.2.5. Maintain quarterly and annual FCC reports.

2.2.6. Prepare and submit the command annual FCC report to HQ USAF/ILMM and DPXP by 15 August each year. Submit the biennial FCC report to HQ USAF/DPXP upon request.

2.2.7. Review and approve/disapprove authorization change notices (ACN) for additions, deletions or changes of the "C" prefix to an Air Force Speciality Code (AFSC) on the unit manning document (UMD).

2.2.8. Notify units and HQ AMC/XPM by message of annual FCC SDAP position allocations and out-of-cycle request decisions, as needed.

2.3. HQ AMC/XPM, Command Manpower and Organization Responsibilities. XPM will:

2.3.1. Coordinate and obtain approval/disapproval from HQ AMC/LGQP for Installation Manpower and Quality Office ACNs pertaining to validation of "C" prefix to AFSCs on the UMD.

2.3.2. Assign the "C" prefix to AFSCs upon approval from HQ AMC/LGQP. This provides MAJCOM functional manager and unit senior maintenance managers visibility of squadron FCC SDAP positions. **NOTE:** FCC SDAP positions do not effect a unit's manpower authorizations.

2.4. Squadron Commanders. Squadron commanders will:

2.4.1. Control their squadron FCC program as prescribed in AFI 21-101, AFI 36-3017, Air Force Manual (AFMAN) 36-2108, *Airman Classification*, and this instruction.

2.4.2. Appoint a program manager in the grade of master sergeant or above to manage the FCC Program.

2.4.3. Appoint and remove FCCs. Select personnel with flightline AFSCs outlined in AFMAN 36-2108.

2.4.4. Provide a letter to their Installation Manpower and Quality Office and an information copy to HQ AMC/LGQP to change, add, or delete a “C” prefix to the AFSC on the UMD.

2.4.4.1. The letter will contain the unit designation, function account code, AFSC, position number, and a POC.

2.4.5. Award FCCs a “C” prefix to their control and duty AFSC, assign the duty title “Flying Crew Chief”, and a position number by processing an AF Form 2096, **Classification/On-the-Job Training Action**, or special order. Prior to submitting an AF Form 2096 or Special Order, a “C” prefix must already be assigned to the AFSC.

2.4.6. Assign FCCs for a minimum of one year, unless removed for cause. If removed, they will not be reassigned for a period of one year.

2.4.6.1. Counsel FCCs on SDAP termination. **NOTE:** AFI 36-3017, Table 3, lists reasons for termination. SDAP stops on the dates listed in this table unless the commander sets an earlier date.

2.4.7. Ensure FCCs fly only when required for the mission. **NOTE:** Requests for FCC support on operational missions will be from the wing current operations office. FCC support will be based on mission priority and FCC manning. The Aircraft Generation Squadron commander, after coordination with the flying squadron commander, is the final approval authority for missions when FCCs are requested, but not required.

2.4.7.1. Ensure FCCs are available for travel.

2.4.8. Review, update, and authenticate the monthly SDAP roster. **NOTE:** If changes are made on the monthly SDAP roster, an AF Form 2096 or special order must be submitted to the Military Personnel Flight (MPF).

2.4.8.1. Authentication of the monthly SDAP roster validates that each FCC is meeting the full intent of the program. The SDAP roster is the administrative tool used to continue or stop a FCC pay entitlement. **NOTE:** AFI 36-3017 provides commanders conditions concerning pay entitlements.

2.4.9. Submit SDAP position increase/decrease requests to MAJCOM OPR by message or letter stating the number of positions to be increased/decreased with a brief justification ([Attachment 6](#)).

2.5. FCC Program Manager. FCC Program Manager will:

2.5.1. Act as the point of contact for the squadron commander and perform administrative duties.

2.5.2. Provide UMD position numbers, AFSCs to receive the “C” prefix, and the duty title “Flying Crew Chief” for processing of an AF Form 2096 or special order on individuals selected to receive SDAP. **NOTE:** AF Form 2096 is used when only one individual is being added or deleted from the program. A special order is used to add or delete several individuals from the program.

2.5.3. Schedule FCCs on tasked missions, based on priority assigned by the wing current operations office. If the mission tasking is identified as “FCC Required”, FCCs must be assigned to the mission. When the tasking is identified as “FCC Requested”, the AGS commander is the final decision authority (Paragraph [2.4.7.](#)).

2.5.3.1. FCC scheduling should be based on a mission fragmentary order (FRAG). Obtain a copy of the FRAG from Plans and Scheduling to schedule FCCs.

2.5.3.2. FCCs should be scheduled and notified at least 72 hours prior to mission departure or as soon as possible (for short-notice tasking). This provides FCCs sufficient time to resolve personal matters.

2.5.3.3. When the combined aircrew and FCC requirement exceeds the total allowable members for the mission (e.g. C-141, Silver Bullet Mission), the flying squadron duty officer must request a waiver to the limitation from the wing current operations office. If a waiver is not granted for additional crewmembers, FCC will still support TACC-levied missions. If the FCC request is from the wing level and a waiver is not granted for additional aircrew members, the FCC will not be used for the mission. At off-station locations, the aircraft commander contacts the flying squadron duty officer who must comply with Paragraph 2.11.2.

2.5.4. Provide information for processing DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, for FCCs. **NOTE:** Aeronautical orders do not apply to this program, as FCCs are not aircrew members.

2.5.4.1. Ensure Temporary Duty (TDY) orders authorize FCC to travel in MEGP status (Paragraph 1.4.).

2.5.5. Monitor training qualifications and currency to ensure only qualified FCCs are scheduled for missions.

2.5.5.1. As a minimum, maintain a folder for each FCC containing training qualifications and annual indoctrination course currency, immunizations, military passport information, AFTO Form 781, senior airman (SrA) appointment letters, and FCC Mission Reports. If the unit mobility section already maintains these source documents, either electronic or paper copies may be maintained.

2.5.6. Maintain a FCC Program Manager's Continuity Book which will include (as a minimum): copies of AFI 21-101, AFI 36-3017, this instruction; FCC program manager appointment letter, AF Form 2096 or special orders; manpower correspondence assigning "C" prefix AFSC; quarterly ((RCS: AMC-LGQ (Q&A) 9403)), annual reports, SDAP position requests and miscellaneous FCC and SDAP correspondence.

2.5.7. Report program status by fiscal year (FY) quarters to HQ AMC/LGQP no later than the 15th day of the month following the quarter (**Attachment 4**). Report annual program status to HQ AMC/LGQP by 20 July each year (**Attachment 5**). Annual report will consist of the previous FY 4th quarter and current FY 1st, 2nd, and 3rd quarters. Program status will include:

2.5.7.1. Number of C-coded FCC positions on the UMD entitled to be filled. Include approved changes (losses/increases).

2.5.7.2. Number of people filling C-coded positions.

2.5.7.3. Number of qualifying missions flown by C-coded crew chiefs.

2.5.7.4. Number of qualifying missions flown by personnel without C-coded prefix.

2.5.7.5. Number of all missions away from home station that required FCCs. This number includes the number of missions flown by personnel with C-coded crew chiefs, non C-coded crew chiefs, and any unfilled requirement.

2.5.7.6. Total number of days TDY for all C-coded crew chiefs on qualifying missions. Do not include other TDY days.

2.5.7.7. Total number of days TDY for all non C-coded crew chiefs on qualifying missions. Do not include other TDY days.

2.5.7.8. Unit Remarks and Overall Assessment: Use this section to add any comments concerning the FCC program (e.g. problems, any condition outlined in AFI 36-3017, table 3, recommendations, etc.) and justification for vacant FCC positions.

2.6. Installation Manpower and Quality Office. Installation Manpower and Quality Office will:

2.6.1. Forward ACN to HQ AMC/XPM to add, delete, or change “C” prefixes on AFSCs existing on the UMD.

2.7. Military Personnel Flight will:

2.7.1. Update SDAP program actions in the Personnel Data System as prescribed in AFI 36-3017 and AFMAN 36-2108.

2.7.2. Produce a monthly SDAP roster for squadron commander certification.

2.7.3. Resolve differences between base, Headquarters Air Force, and Joint Uniform Military System (JUMPS) data files.

2.7.4. Notify unit 90 days in advance when SDAP decreases or terminates.

2.8. FCC Responsibilities. FCCs will:

2.8.1. Be more highly qualified than others in their field, exceptionally responsible, and possess the necessary qualifications to operate, troubleshoot, and perform maintenance on their assigned aircraft.

2.8.2. Be trained and qualified as outlined in [Chapter 3](#).

2.8.3. Ensure a -6 preflight, thru-flight or preflight/basic-postflight inspection is completed prior to crew show, as required. FCCs are not authorized to perform ground or in-flight aircrew duties.

2.8.4. Sign out a toolbox and inventory their flyaway kit, as applicable.

2.8.5. Monitor and accomplish maintenance on their aircraft when traveling with the aircraft. Upon arrival at en route/transient locations, the FCC will coordinate and work with en route/transient maintenance supervision to assure the aircraft is properly inspected, serviced, and prepared for the next departure.

2.8.6. Participate in the aircraft debrief at en route/transient locations as prescribed in AMCI 21-101, *Maintenance Management Policy*. During aircraft debrief at en route/transient locations, the FCC, aircraft commander, and en route/transient supervisor will coordinate on the FCCs work/rest plan (Paragraph [3.6](#)). The aircraft commander is the final approval authority for the FCC work/rest plan.

2.8.7. Possess a current GO81/Core Automated Maintenance System (CAMS) personal training record, official passport, ID tags, money or government credit card, etc., when traveling with the aircraft, as required.

2.8.8. Receive an indoctrination course on emergency procedures and proper use of emergency equipment provided by flying squadron commander as outlined in AFI 11-202, Volume 3, *General Flight Rules* Chapter 6.

2.8.9. Accompany their aircraft for the entire mission, unless specific guidance is received from HQ AMC/LGRC or the unit's FCC program manager.

2.8.10. Coordinate off-station MEGP travel so mission operators and air terminal operations centers are aware of MEGP requirements as prescribed in AMCI 11-208.

2.8.10.1. Coordinate travel and provide the appropriate flying squadron current operations office with FCC information to be listed on the AMC Form 41, **Flight Authorization**, prescribed in AFI 11-401/AMC1, *Flight Management*. **NOTE:** Annotating FCCs on the AMC Form 41 allows the aircraft commander to secure billeting for them. If the FCC assigned aircraft has a crew change, the FCC will need to obtain billeting using normal TDY orders (DD Form 1610). FCCs are not authorized to use the AMC Form 41 for per diem purposes.

2.8.10.2. Provide TDY orders to the aircraft commander or appropriate AMC command and control agency at least 3 hours prior to intended departure.

2.8.11. Comply with aircraft recovery guidance prescribed in AMCI 21-108, *Logistics Support Operations*.

2.8.12. Notify HQ AMC/LGRC, unless a Maintenance Airlift Coordination Center (MACC) is at the location, of all grounding maintenance discrepancies upon landing and prior to entering a rest period. As a minimum, the FCC will coordinate the following with LGRC:

2.8.12.1. MDS and aircraft serial number.

2.8.12.2. Complete mission number.

2.8.12.3. Current aircraft location.

2.8.12.4. Date and time out-of-commission.

2.8.12.5. Mission essential maintenance conditions, including extent of damage, severity of discrepancy, etc.

2.8.12.6. When the discrepancy was discovered, including flight conditions, equipment in use, etc.

2.8.12.7. Work unit codes and Fault Reporting Manual/Fault Isolation Manual (FRM/FIM) codes, as applicable.

2.8.12.8. Maintenance requirements, including maintenance repair capabilities, equipment, and parts.

2.8.12.9. Parts requirements: Nomenclature, position, part number, technical order number, figure, and index.

2.8.13. Provide HQ AMC/LGRC, DSN 576-1673, (commercial) (618) 256-1763, or 1-800-AIR-MOBL, a valid phone number, building number, and room number.

2.8.14. Obtain a copy of AFTO Form 781 identifying the qualifying missions flown. If a station code is not annotated on the AFTO Form 781 and is required to meet the three mission a quarter criteria, add a certification statement to the AFTO Form 781: "I certify that inspection, maintenance, or servicing was required at the following locations: (name the locations)", and obtain the aircraft commander's signature.

2.8.14.1. Provide the AFTO Form 781 to the FCC program manager within 3 duty days of mission completion.

2.8.15. Prepare AMC Form 170, **Flying Crew Mission Report** and provide it to the FCC program manager within 3 duty after upon mission completion.

2.9. En Route/Transient Location Supervisors. En route locations are responsible for the overall maintenance and servicing of aircraft transiting their station. When FCCs are assigned to an aircraft to provide maintenance support down line, they are responsible for assisting with refueling, -6 preflight, thru-flight, postflight, and extended maintenance at en route locations. When extended maintenance occurs, the mission requirements of the FCC's aircraft and the established work/rest plan will determine when the FCC is released for required rest. En route/Transient Location Supervisors will:

2.9.1. Coordinate with the aircraft commander (prior to entering crew rest) when utilization of FCCs could possibly effect work/rest plan against the scheduled mission departure.

2.9.2. Not assign FCCs to work other not mission capable (NMC) en route/transient aircraft. FCCs are assigned to a specific aircraft to provide maintenance support at locations away from home station. The FCC will not augment the en route maintenance work force and work beyond the established work/rest plan.

2.9.3. Not replace, reassign, or redistribute FCCs to other aircraft upon arrival at en route/transient locations.

2.9.4. Provide the maximum assistance possible.

2.9.5. Review the FCCs training qualifications, as required.

2.9.6. Inform the FCC of local safety precautions, maintenance practices, operating procedures, and limitations, to include:

2.9.6.1. Identify aircraft parking ramp physical limitations.

2.9.6.2. Identify engine run locations and inform FCC of established engine run hours, as required.

2.9.6.3. Identify aircraft jacking locations.

2.9.6.4. Provide other pertinent information that facilitates safe and efficient aircraft maintenance operations.

2.9.7. Request transportation to and from quarters for the FCC.

2.9.8. Coordinate on the work/rest plan during debriefs on the aircraft as outlined in [Chapter 3](#).

2.9.9. Provide feedback on the FCC ([Attachment 2](#)).

2.10. Wing Current Operations Office. Wing Current Operations is the wing's single point office to validate FCC support needs for the wing's operational missions. Wing Current Operations Office will:

2.10.1. Provide the FCC program manager the FRAG 72 hours prior to mission departure. When mission requirement is less than 72 hours or the FRAG is unavailable, notify the FCC program manager as soon as possible.

2.10.1.1. Include on each mission FRAG, FCC support tasking requirements.

2.10.2. Classify FCC support tasking in three categories: Required, Requested, and Not Required.

2.10.2.1. "Required" will be used when FCC requirement is from the TACC and will be supported unless waived by the tasking authority.

2.10.2.2. "Requested" will be used when FCC requirement is from the wing level and will only be supported if FCC manning allows.

2.10.2.3. "Not Required" will be used when FCC support is not required for the mission.

2.10.3. Notify the Flying Squadron Duty Officer and FCC program manager with final decisions/waivers on FCC mission support as soon as possible.

2.11. Flying Squadron Duty Officer. The flying squadron duty officer will:

2.11.1. Enter FCC information on the AMC Form 41 below the double line area.

2.11.2. Request a waiver (if required) to exceed the total allowable members (e.g. aircrew, FCC, additional crewmember) for a mission through the Wing Current Operations Office.

2.11.2.1. Bump off crewmembers when the Wing Current Operations does not grant the waiver.

NOTE: Wing Current Operations is responsible for informing the flying squadron duty officer and FCC program manager when a waiver is not granted and the FCC is bumped off the mission.

2.12. Flying Squadron Commander. Flying squadron commanders will:

2.12.1. Ensure aircraft commanders and aircrews are knowledgeable of the FCC program and comply with this instruction.

2.12.2. Ensure FCC requirements are established at planning conferences (e.g. JA/ATT planning conferences) or through the AMC Tanker Airlift Coordination Center, as applicable.

2.12.3. Facilitate indoctrination course life support training for FCCs when requested by FCC program manager as prescribed in AFI 11-202, Volume 3.

2.13. Aircraft Commander. Aircraft commanders will:

2.13.1. Be responsible for FCCs while traveling with aircrews away from home station. However, the FCC is not on flying status or aeronautical orders.

2.13.1.1. Ensure arrangements are made for FCCs to stay or travel back to home station when left behind for operational reasons.

2.13.2. Provide the FCC with access to crew rest facilities not being used by the operating aircrew during long flights. This will ensure FCCs are rested and able to perform maintenance duties in a safe manner after landing.

2.13.3. Establish with the FCC and en route/transient supervisor a work/rest plan based on maintenance and mission requirements. The aircraft commander will be the primary decision authority to

determine when a FCC begins a rest cycle for the next mission. Work/rest plan guidelines are in Paragraph [3.6](#).

2.13.4. Arrange quarters with the crew, IAW AMCI 11-208, If billeted at a separate location from the aircrew, provide the FCC the required information in accordance with AFI 21-101.

2.13.5. Certify a copy of AFTO Form 781 when an off-line station code is not annotated. **NOTE:** Certification is required for an off-line station code to meet SDAP requirement IAW AFI 21-101.

2.13.6. Authorizes FCC traveling in MEGP status flight deck access/seating as prescribed in AMCI 11-208 and applicable MDS-specific AFI 11-2XX, Volume 3.

2.13.7. Provide feedback on the FCC ([Attachment 3](#)).

Chapter 3

ADMINISTRATION

3.1. FCC SDAP Position Allocations.

- 3.1.1. FCC SDAP position allocations are based on the annual number of missions flown away from home station requiring FCCs as prescribed in AFI 21-101.
- 3.1.2. Ensure a maximum of two FCCs is assigned to support each mission.
- 3.1.3. Assign additional FCCs to maintain a proper work/rest cycle and to meet technical order requirements as prescribed in AFI 21-101.

3.2. Primary FCC. Primary FCCs will:

- 3.2.1. Serve in the grades of staff/technical sergeant with a 5- or 7-skill level with 12 months experience and a special experience identifier (SEI) on their assigned aircraft. Qualified technicians of higher grade and skill level are also eligible. Logistics group commanders may appoint SrA technicians in exceptional cases as prescribed in AFI 21-101.
- 3.2.2. Logistics group commanders designate, in writing, a senior airman's appointment as a FCC. Provide a copy of the appointment letter to the individual and FCC program manager.
- 3.2.3. Complete all training requirements for their weapon system identified in Paragraph 3.4. and special certification requirements in Paragraph 3.5. prior to the award of the "C" prefix to their AFSC.

3.3. Assistant FCC. Assistant FCCs will:

- 3.3.1. Serve in the grade of airman first class or above with a 5-skill level, possess a SEI on their assigned aircraft, and must accompany a fully qualified primary FCC.
- 3.3.2. Be qualified and certified on all training requirements for their weapon system identified in Paragraph 3.4. **EXCEPTION:** Concurrent Servicing Supervisor (CSS) gaseous oxygen (GOX)/liquid oxygen (LOX)/Refuel/ Defuel, Refuel/Defuel Supervisor, Tow Supervisor, and Engine Run.

| 3.4. FCC Training Qualifications and Mission Duty Requirements.

- 3.4.1. C-5. As a minimum, FCCs must be qualified and certified in their Career Field Education and Training Plan (CFETP) IAW AFI 36-2201, *Developing, Managing, and Conducting Training*.
 - 3.4.1.1. All general servicing tasks.
 - 3.4.1.2. Nitrogen servicing.
 - 3.4.1.3. CSS LOX.
 - 3.4.1.4. CSS refuel/defuel supervisor, and refuel/defuel/transfer member.
 - 3.4.1.5. Aircraft tow supervisor, tow member, tow brake operator, and tow vehicle operator.
 - 3.4.1.6. Cargo door, ramp, C-5 visor, and kneeling operation.
 - 3.4.1.7. Powered/non-powered aerospace ground equipment (AGE) operation.
 - 3.4.1.8. Tire/brake change.

3.4.1.9. Marshalling.

3.4.1.10. Engine run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).

3.4.1.11. Auxiliary power unit (APU) operation.

3.4.1.12. Chaff/flare qualified as prescribed in AMCI 21-101.

3.4.1.13. Dropped object prevention program (DOPP) qualified as prescribed in AMCI 21-103, *Dropped Object Prevention Program*.

3.4.2. C-9A. As a minimum, FCCs must be qualified and certified as prescribed in their CFETP, IAW AFI 36-2201.

3.4.2.1. All general servicing tasks.

3.4.2.2. CSS LOX.

3.4.2.3. CSS refuel/defuel.

3.4.2.4. Tow supervisor and tow vehicle operator.

3.4.2.5. Cargo door, patient loading ramp, ventral stairs, main entry door stairs operation and troubleshooting.

3.4.2.6. Tire/brake change.

3.4.2.7. Marshalling.

3.4.2.8. Engine run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).

3.4.2.9. APU operation.

3.4.2.10. Thrust reverse deactivation.

3.4.2.11. C-9 restraint harness.

3.4.2.12. DOPP qualified as prescribed in AMCI 21-103.

3.4.2.13. C-9A FCCs will be trained and periodically retrained (as indicated) on the following ancillary requirements:

3.4.2.13.1. Anti hijacking training (one time).

3.4.2.13.2. Protection from Terrorism (one time).

3.4.2.13.3. Communication Procedures Course (trains FCCs on how to perform the inbound ground support radio call, one time).

3.4.2.13.4. Life Support Equipment and Survival Orientation (local course, every 3 years).

3.4.2.13.5. Egress Training (local course, every 3 years).

3.4.2.13.6. Physiological orientation training to include valsalva (local course, classroom only, one time) **NOTE:** Training requirements will be tracked by using an automated product or AF Form 797 documentation. The FCC Manager will ensure FCCs maintain currency on recurring training events.

3.4.2.14. Mission Duty Requirements. C-9A FCCs will (as directed by the Aircraft Commander):

3.4.2.14.1. Make inbound ground support radio calls. Note: Performance of ATC radio calls is not authorized.

3.4.2.14.2. Occupy the jump seat (primary FCC only) to visually scan for birds and traffic conflicts, during take off to 10,000 feet and from 10,000 feet to block-in. **NOTE:** The FCC will not perform any other duties, except to provide an extra measure of safety for visual clearing during take-off, landing, and taxi.

3.4.2.14.3. Perform the following duties during emergency situations:

3.4.2.14.3.1. Act as a liaison between the pilots and medical crew.

3.4.2.14.3.2. During emergency evacuation: open appropriate doors, ensure proper slide deployment, act as liaison between front and back end crews, and assist directing patients and passengers during egress.

3.4.2.14.3.3. Troubleshoot emergency maintenance situations and act as a maintenance liaison with ground support agencies.

3.4.2.14.3.4. Fight fires and assist with cabin smoke and fume removal.

3.4.2.14.3.4.1. Remove and stow over-wing hatches.

3.4.2.14.3.4.2. Assist Medical Crew Director (MCD) (as directed).

3.4.2.14.4. Investigate door warnings in flight.

3.4.2.14.4.1. Inspect doors.

3.4.2.14.4.2. Assess situation and make recommendations.

3.4.2.14.5. Investigate in flight landing gear problems.

3.4.2.14.5.1. Conduct visual inspections through viewing port.

3.4.2.14.5.2. Close and latch gear doors after landing and assess damage (if necessary).

3.4.2.14.6. Investigate in flight malfunction of flight controls and engines.

3.4.2.14.6.1. Visually inspect flight controls surfaces e.g., ailerons, flaps, spoilers.

3.4.2.14.6.2. Visually inspect engines.

3.4.2.14.7. In the event of a crash landing or ditching:

3.4.2.14.7.1. Act as a liaison between pilots and medical crew.

3.4.2.14.7.2. Assist with securing equipment and personnel in the cabin.

3.4.2.14.7.3. Assist MCD (as directed).

3.4.2.14.7.4. Assist MCD with launching life rafts.

3.4.3. C-17. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.

3.4.3.1. All general servicing tasks.

3.4.3.2. Nitrogen servicing.

- 3.4.3.3. CSS LOX.
- 3.4.3.4. CSS refueling supervisor, defuel supervisor, and refuel/defuel/transfer member.
- 3.4.3.5. Aircraft tow supervisor, tow member, tow brake operator, and tow vehicle operator.
- 3.4.3.6. Cargo door and ramp operation.
- 3.4.3.7. Powered/non-powered AGE operation.
- 3.4.3.8. Tire/brake change.
- 3.4.3.9. Marshalling.
- 3.4.3.10. Engine run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).
- 3.4.3.11. APU operation.
- 3.4.3.12. Chaff/flare qualified as prescribed in AMCI 21-101.
- 3.4.3.13. DOPP qualified as prescribed in AMCI 21-103.
- 3.4.4. C-130. As a minimum, FCCs must be qualified and certified in their CFETP IAW AFI 36-2201.
 - 3.4.4.1. All general servicing tasks.
 - 3.4.4.2. CSS refueling, refuel/defuel supervisor, and refuel/defuel/transfer member.
 - 3.4.4.3. CSS LOX.
 - 3.4.4.4. Nitrogen servicing.
 - 3.4.4.5. Towing supervisor, towing member, tow brake operator, and tow vehicle operator.
 - 3.4.4.6. Powered/non-powered AGE operation.
 - 3.4.4.7. Cargo door and ramp operation.
 - 3.4.4.8. Tire/brake change.
 - 3.4.4.9. Marshalling.
 - 3.4.4.10. Engine run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).
 - 3.4.4.11. APU/gas turbine compressor/air turbine motor (ATM) operation.
 - 3.4.4.12. Chaff/flare qualified as prescribed in AMCI 21-101.
 - 3.4.4.13. DOPP qualified as prescribed in AMCI 21-103.
- 3.4.5. C-141. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.
 - 3.4.5.1. All general servicing tasks.
 - 3.4.5.2. CSS refueling, refuel/defuel supervisor, and refuel/defuel/transfer member.
 - 3.4.5.3. CSS LOX.
 - 3.4.5.4. Nitrogen servicing.

- 3.4.5.5. Towing supervisor, towing member, tow brake operator, and tow vehicle operator.
- 3.4.5.6. Powered/non-powered AGE operation.
- 3.4.5.7. Cargo door and ramp operation.
- 3.4.5.8. Tire/brake change.
- 3.4.5.9. Marshalling.
- 3.4.5.10. Engine run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).
- 3.4.5.11. APU operation.
- 3.4.5.12. Chaff/flare qualified as prescribed in.
- 3.4.5.13. DOPP qualified as prescribed in AMCI 21-103.
- 3.4.6. EC/KC-135. As a minimum, FCCs must be qualified and certified in their CFETP IAW AFI 36-2201.
 - 3.4.6.1. All general servicing tasks.
 - 3.4.6.2. Refuel/defuel supervisor, and refuel/defuel/transfer member.
 - 3.4.6.3. CSS GOX.
 - 3.4.6.4. Towing supervisor, towing member, tow brake operator, and tow vehicle operator.
 - 3.4.6.5. Nitrogen servicing.
 - 3.4.6.6. Powered/non-powered AGE operation.
 - 3.4.6.7. Cargo door operation.
 - 3.4.6.8. Tire/brake change.
 - 3.4.6.9. Marshalling.
 - 3.4.6.10. Engine Run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).
 - 3.4.6.11. APU operation.
 - 3.4.6.12. Quick start air system (QSAS) (KC-135 only).
 - 3.4.6.13. DOPP qualified as prescribed in AMCI 21-103.
- 3.4.7. KC-10. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.
 - 3.4.7.1. All general servicing tasks.
 - 3.4.7.2. CSS refueling, refuel/defuel supervisor, and refuel/defuel/transfer member.
 - 3.4.7.3. Nitrogen servicing.
 - 3.4.7.4. Towing supervisor, towing member, tow brake operator, and tow vehicle operator.
 - 3.4.7.5. Powered/non-powered AGE operation.
 - 3.4.7.6. Cargo Door Operation.

3.4.7.7. Tire/brake change.

3.4.7.8. Marshalling.

3.4.7.9. Engine run (**NOTE:** Squadron commanders may waive engine run, for a maximum of 6 months, to obtain the necessary training (e.g. school slots).

3.4.7.10. APU operation.

3.4.7.11. DOPP qualified as prescribed in AMCI 21-103.

3.4.8. C-20C. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.

3.4.8.1. All general servicing tasks.

3.4.8.2. SS for refuel, defuel, and refuel/defuel transfer member.

3.4.8.3. Aircraft tow supervisor, tow member, tow brake operator, and tow vehicle operator.

3.4.8.4. Powered/non powered AGE operation.

3.4.8.5. Tire/brake change.

3.4.8.6. Marshalling.

3.4.8.7. APU operation.

3.4.8.8. DOPP qualified as prescribed in AMCI 21-103.

3.4.9. VC-25A. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.

3.4.9.1. All general servicing tasks.

3.4.9.2. CSS for refuel, defuel, and refuel/defuel transfer member.

3.4.9.3. Aircraft tow supervisor, tow member, tow brake operator, and tow vehicle operator.

3.4.9.4. Powered/non powered AGE operation.

3.4.9.5. Tire/brake change.

3.4.9.6. Marshalling.

3.4.9.7. APU operation.

3.4.9.8. Engine run.

3.4.9.9. Thrust reverser lock-out.

3.4.9.10. DOPP qualified as prescribed in AMCI 21-103.

3.4.9.11. Cargo door/baggage loader/staircase truck operation.

3.4.9.12. In-flight passenger information system troubleshooting and operation.

3.4.9.13. VC-25 arrival and departure procedures.

3.4.9.14. Fire protection card replacement.

3.4.9.15. Self-Defensive System fault display.

- 3.4.9.16. Nose gear manual extension.
- 3.4.9.17. Air conditioning/pressurization operations.
- 3.4.9.18. Hydraulic systems familiarization.

3.5. Primary FCC Special Certification. All FCCs are required to maintain the following special certification roster requirements IAW AFI 21-101, AMCI 21-101, and AMCI 21-104, *Aircraft Maintenance Training*. Group commander may waive the 7-skill level requirement and authorize selected 5-level personnel in the grade of SrA or above, only to clear Red Xs, perform in-process inspections (IPI), and clear the attending Red Xs, or clear could not duplicate (CND) discrepancies as prescribed in AMCI 21-101.

- 3.5.1. Clear Red X discrepancies (primary AFSC).
- 3.5.2. Clear Red X (cross utilization training (CUT) AFSC).
- 3.5.3. Perform IPI (primary AFSC).
- 3.5.4. Perform IPI (CUT AFSC).
- 3.5.5. Clear (CND) discrepancies.

3.6. FCC Work/Rest Plan.

3.6.1. Prior to departing homestation, the AGS commander should ensure the FCC is provided an adequate rest period prior to the start of the duty day. The duty day begins when the FCC shows at the aircraft and begins predeparture activities. While away from home station, FCCs must coordinate their show time with the aircraft commander during debrief.

3.6.2. Flight time is considered duty time if adequate rest facilities are not available. The availability of the adequate rest facilities during flight should be considered when determining the FCCs work/rest plan. **NOTE:** Crew rest platforms, bunks, or properly installed litters are considered adequate rest facilities

3.6.3. Aircraft commander will establish a work/rest plan to ensure the FCC has minimum rest IAW AFI 21-101. The FCC must be afforded the opportunity for 8 hours of uninterrupted sleep during a 24-hour period. Any interruptions must be made under the most unusual circumstances.

3.6.3.1. The FCC duty day will not exceed the basic aircrew duty day IAW the applicable MCI/AMCI 11-2XX. The aircraft commander may extend the FCC duty day provided the FCC has use of adequate in-flight rest facilities as defined in Paragraph 3.6.2. If the FCC's safety is jeopardized by fatigue, the FCC's duty day must end.

3.6.3.2. Any official business required by the FCC interrupts the FCC's rest period. This includes official business conducted on the telephone. Any interruption must be made only under the most exceptional circumstances. HQ AMC/LGRC may, after careful consideration for mission requirements contact the FCC to provide/request time sensitive information impacting an aircraft recovery.

3.6.4. Upon arrival at en route/transient locations, FCC's primary job is preparing the aircraft (e.g. inspect, service, maintain) for the next mission. FCCs do not automatically enter crew rest with the aircrew upon arrival at an en route/transient location unless the duty day was exceeded.

3.6.5. Since the FCC is assigned to the aircraft, the aircraft commander decides when the FCCs rest cycle begins for the next mission and coordinates it with the en route supervisor.

3.6.5.1. Aircraft commander ensures the work/rest plan takes into account the entire FCC duty day (show time to the aircraft, flight time, and maintenance time after landing).

3.6.6. At en route locations aircraft commander ensures the FCC receives adequate rest prior to aircraft launch. See Paragraph 3.6.1.

3.6.7. Normally, FCCs do not stage. If a mission requires staging, the FCC will accompany the aircraft throughout the mission. In these circumstances Paragraph 3.6.3.1. will be used to determine a work/rest plan.

3.7. Compensatory Time Off (CTO).

3.7.1. This (CTO) policy applies to primary and assistant FCCs returning to home station from any aircraft mission. FCCs will receive 1 hour for every 3 hours of TDY for a maximum of 72 hours.

3.7.2. Comp time and normal days off will not exceed 72 hours.

3.8. Temporary Duty (TDY) Orders.

3.8.1. Process orders as outlined in AFI 65-103, *Temporary Duty Orders*.

3.8.2. Ensure FCC TDY orders specify the following:

3.8.2.1. FCCs are authorized billeting/quarters with aircrew in accordance with AFI 21-101. FCC should not share a room with aircrew members as they are subject to calls from local maintenance managers and the AMC Tanker Airlift Control Center. This will ensure aircrew and FCCs receive their required uninterrupted rest.

3.8.2.2. State "Variations authorized" in itinerary, except when blanket orders are used.

3.8.2.3. Ensure MEGP approval authority statement is annotated on travel orders as prescribed in AMCI 11-208.

3.9. Names on Aircraft.

3.9.1. The FCC's name will be placed on their assigned aircraft as prescribed in AMCI 21-105, *Aircraft Markings and Insignias*, and Technical Order 1-1-4, *Exterior Finishes, Insignia, and Markings, Applicable to USAF Aircraft*.

3.10. Mission Reports and Summaries.

3.10.1. AMC Form 170. FCCs will complete (available electronically) and forward their mission report, AFTO Form 781 extract, and AMC Form 41 orders to their unit FCC program manager no later than 3 work days following mission completion. The report should highlight problems encountered during the mission. Program managers should elevate mission problems identified in the report to the squadron commander and MAJCOM, as required. FCC program managers will retain the reports for analysis/evaluation and dispose of them as prescribed in AFMAN 37-139, *Records Disposition Schedule*.

3.10.2. FCC Program Monthly Summary. FCC program manager informs squadron commander monthly on the status of the unit's FCC program.

3.11. Forms Prescribed . AMC Form 170, Flying Crew Chief Mission Report

JAMES L. LEMONS, Colonel, USAF
Deputy Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Managing Aerospace Equipment Maintenance*
AFPD 36-1, *General Civilian Personnel Provisions and Authorities*
AFI 11-202, Volume 3, *General Flight Rules*
AFI 11-301, *Life Support Program*
AFI 11-401/AMCS1, *Flight Management*
AFI 21-101, *Maintenance Management of Aircraft*
AFMAN 36-2108, *Airman Classification*
AFI 36-2201, *Developing, Managing, and Conducting Training*
AFI 36-2805/AMCS1, *Special Trophies and Awards*
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*
AFMAN 37-139, *Records Disposition Schedule*
AFI 65-103, *Temporary Duty Orders*
AMCI 11-208, *Tanker/Airlift Operations*
AMCI 21-101, *Maintenance Management Policy*
AMCI 21-103, *Dropped Object Prevention Program*
AMCI 21-104, *Aircraft Maintenance Training*
AMCI 21-105, *Aircraft Markings and Insignias*
AMCI 21-108, *Logistics Support Operations*
Technical Order 1-1-4, *Exterior Finishes, Insignia, and Markings, Applicable to USAF Aircraft*

Abbreviations and Acronyms

ACN —Authorization Change Notice
AFSC —Air Force Speciality Code
AGE —Aerospace Ground Equipment
AGS —Aircraft Generation Squadron
APU —Auxiliary Power Unit
CFETP —Career Field Education and Training Plan
CND —Could Not Duplicate

CSS —Concurrent Servicing Supervisor
CTO —Compensatory Time Off
CUT —Cross Utilization Training
DOPP —Dropped Object Prevention Program
FCC —Flying Crew Chief
FRAG —Mission Fragmentary Order
FY —Fiscal Year
GOX —Gaseous Oxygen
IPI —In Process Inspection
LOX —Liquid Oxygen
MACC —Maintenance Airlift Coordination Center
MDS —Mission-Design Series
MEGP —Mission Essential Ground Personnel
MPF —Military Personnel Flight
NMC —Not Mission Capable
RCS —Report Control Symbol
SDAP —Special Duty Assignment Pay
SEI —Special Experience Identifier
TACC —Tanker Airlift Support Center
TDY —Temporary Duty
UMD —Unit Manpower Manning Document

Terms

Aircraft Commander—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission.

Allocation—Distribution of limited resources among competing requirements for employment.

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations.

En Routes—Generate, launch, and recover AMC and theater airlift mission aircraft at 11 worldwide locations.

Fragmentary Order—An abbreviated form of an operation order, usually issued on a day-to-day basis, that eliminates the need for restating information contained in a basic operation order. It may be issued in sections.

Operation—A military action or the carrying out of a strategic, tactical, service, training, or administrative mission; the process of carrying on combat, including movement, supply, attack, defense

and maneuvers needed to gain the objectives of battle or campaign.

Primary Aircraft Authorizations—Aircraft authorized to a unit for performance of its operational mission. The primary authorization forms the basis for the allocation of operating resources to include manpower, support, equipment, and flying-hours funds.

Mission Essential Ground Personnel—MEGP status is granted to eligible Mobility Air Force support personnel who perform unique support duties directly associated and essential to a particular aircraft, aircrew, or mission. MEGP travel in passenger status, but reports to the aircraft commander.

Mission—The dispatching of one or more aircraft to accomplish one particular task.

Sortie—An operational flight by one aircraft.

Total Active Inventory—The sum of the primary and backup aircraft assigned to meet the total active aircraft authorization.

Attachment 2**FORMAT FOR EN ROUTE/TRANSIENT SUPERVISOR FEEDBACK OF FCCS**

MEMORANDUM FOR<Unit Designation/Office Symbol>

Date

<Street>

<Base, State and Zip Code>

FROM:< En Route/Transient Supervisor>

<Street>

<Base, State and Zip Code>

SUBJECT: En Route/Transient Supervisor's Feedback of the Flying Crew Chief (FCC)

1. Mission Number _____. Aircraft Type and Tail number _____.
 Date _____ (*circle the response*)

- | | | |
|---|-----------|------|
| 2. Did the FCC participate in the aircraft debrief? | Yes | No |
| 3. Did the FCC brief specialist on past repeat/recurring discrepancies? | Yes | No |
| 4. Did the FCC request specialists as required? | Yes | No |
| 5. Was the FCC involved with the servicing of their aircraft? | Yes | No |
| 6. Did the FCC provide maintenance support for their aircraft when required? | Yes | No |
| 7. Did the FCC provide the (MACC) a building, room, and phone number
before going into rest? | Yes | No |
| 8. Was the FCC allowed the opportunity for a minimum of 8 hours of
rest in a 24-hour period? | Yes | No |
| 9. Rate the FCCs overall performance. | Excellent | Good |
| | Fair | Poor |

10. Remarks:

<Sign>

En Route/Transient Supervisor

NOTE: Please fold and return to the home station FCC Program Manager via distribution or mail.

Attachment 3**FORMAT FOR AIRCRAFT COMMANDER FEEDBACK OF FCCS**

MEMORANDUM FOR <Unit Designation/Office Symbol>

Date

<Street>

<Base, State, and Zip Code>

FROM: <Aircraft Commander>

<Street>

<Base, State, and Zip Code>

SUBJECT: Aircraft Commander Feedback of the Flying Crew Chief (FCC)

1. Was the FCC knowledgeable of the aircraft and the systems?
 - a - Extremely knowledgeable
 - b - Sufficient knowledge
 - c - Lacks knowledge
 - d - Not observed
2. Did the FCC know the status of PMC and NMC discrepancies?
 - a – Always
 - b - Most of the time
 - c - Rarely
 - d - Never
3. Did the FCC perform duties willingly and enthusiastically?
 - a – Always
 - b – Sometimes
 - c - Never
 - d - Not Observed
4. What type of working relationship did the FCC have with the aircrew?
 - a – Outstanding
 - b – Good
 - c - Fair
 - d - Poor
5. Rate the overall maintenance support provided by the FCC:
 - a – Outstanding
 - b – Good
 - c - Fair
 - d - Poor
6. This FCC was:

a - An asset to the FCC program

c - Just getting by.

b - A hard worker, but needs more experience

d - Detriment to the FCC program

7. Remarks:

8. POC is <FCC Program Manager's Name, office symbol, duty phone number>.

<sign>

Aircraft Commander

NOTE: Please fold and return to the squadron FCC Program Manager upon return to home station.

Attachment 4**QUARTERLY FCC REPORT FORMAT**

MEMORANDUM FOR HQ AMC/LGQP

Date

402 Scott Drive, Unit 2A2

Scott AFB IL 62225-5308

FROM: <Unit Designation/Office Symbol>

<Street>

<Base and Zip Code>

SUBJECT: <State fiscal quarter (e.g. FY98/3)> Quarterly Flying Crew Chief Report
((RCS: AMC-LGQ (Q&A)94030))

1. In accordance with AMCI 21-117 <unit designations> report is submitted.
 - a. Number of C-coded FCC positions on the Unit Manpower Document entitled to be filled:
 - b. Number of people filling C-coded positions:
 - c. Number of qualifying missions flown by C-coded crew chiefs:
 - d. Number of qualifying missions flown by personnel without C-coded prefix:
 - e. Number of all missions away from home station that required FCCs:
 - f. Total number of days TDY for all C-coded crew chiefs on qualifying missions:
 - g. Total number of days TDY for all non C-coded crew chiefs on qualifying missions:
 - h. Unit remarks and overall assessment:
2. FCC Program Manager is <rank, name>, office symbol, DSN number.

<Sign>

Commander, <Unit Designation>

Attachment 5**ANNUAL FCC REPORT FORMAT**

MEMORANDUM FOR HQ AMC/LGQP

Date

402 Scott Drive, Unit 2A2

Scott AFB IL 62225-5308

FROM: <Unit Designation/Office Symbol>

<Street>

<Base and Zip Code>

SUBJECT: <state fiscal year (e.g. FY98)> Annual Flying Crew Chief Report

((RCS: AMC-LGQ (Q&A)9403))

1. In accordance with AFI 21-101<unit designations> report is submitted.
 - a. Number of C-coded FCC positions on the unit manpower document entitled to be filled:
 - b. Number of people filling C-coded positions:
 - c. Number of qualifying missions flown by C-coded crew chiefs:
 - d. Number of qualifying missions flown by personnel without C-coded prefix:
 - e. Number of all missions away from home station that required FCCs:
 - f. Total number of days TDY for all C-coded crew chiefs on qualifying missions:
 - g. Total number of days TDY for all non C-coded crew chiefs on qualifying missions:
 - h. Unit Remarks and Overall Assessment:
2. FCC Program Manager is <rank, name>, office symbol, DSN number.

<Sign>

Commander, <Unit Designation>

Attachment 6**FCC SDAP REQUEST FORMAT**

MEMORANDUM FOR HQ AMC/LGQP

Date

402 Scott Drive, Unit 2A2

Scott AFB IL 62225-5308

FROM: <Unit Designation/Office Symbol>

<Street>

<Base and Zip Code>

SUBJECT: Flying Crew Chief (FCC) SDAP Positions <Increase/Decrease> Request

1. In accordance with <unit designations> requests <increase or decrease> of <state quantity of positions>.
2. Provide brief justification; include comments about force structure changes, additional mission requirements, etc.
3. FCC Program Manager is <rank, name>, office symbol, DSN number.

<Sign>

Commander, <Unit Designation>

Attachment 7

IC 2000-1 TO AMCI 21-117, FLYING CREW CHIEF PROGRAM

5 SEPTEMBER 2000

SUMMARY OF REVISIONS

Interim change (IC) 00-1 adds FCC training qualifications and mission duty requirements for C-9A Flying Crew Chiefs.

3.4. FCC Training Qualifications and Mission Duty Requirements.

3.4.2. C-9A. As a minimum, FCCs must be qualified and certified as prescribed in their CFETP, IAW AFI 36-2201.

3.4.2.13. C-9A FCCs will be trained and periodically retrained (as indicated) on the following ancillary requirements:

3.4.2.13.1. Anti hijacking training (one time).

3.4.2.13.2. Protection from Terrorism (one time).

3.4.2.13.3. Communication Procedures Course (trains FCCs on how to perform the inbound ground support radio call, one time).

3.4.2.13.4. Life Support Equipment and Survival Orientation (local course, every 3 years).

3.4.2.13.5. Egress Training (local course, every 3 years).

3.4.2.13.6. Physiological orientation training to include valsalva (local course, classroom only, one time)
NOTE: Training requirements will be tracked by using an automated product or AF Form 797 documentation. The FCC Manager will ensure FCCs maintain currency on recurring training events.

3.4.2.14. Mission Duty Requirements. C-9A FCCs will (as directed by the Aircraft Commander):

3.4.2.14.1. Make inbound ground support radio calls. Note: Performance of ATC radio calls is not authorized.

3.4.2.14.2. Occupy the jump seat (primary FCC only) to visually scan for birds and traffic conflicts, during take off to 10,000 feet and from 10,000 feet to block-in. **NOTE:** The FCC will not perform any other duties, except to provide an extra measure of safety for visual clearing during take-off, landing, and taxi.

3.4.2.14.3. Perform the following duties during emergency situations:

3.4.2.14.3.1. Act as a liaison between the pilots and medical crew.

3.4.2.14.3.2. During emergency evacuation: open appropriate doors, ensure proper slide deployment, act as liaison between front and back end crews, and assist directing patients and passengers during egress.

3.4.2.14.3.3. Troubleshoot emergency maintenance situations and act as a maintenance liaison with ground support agencies.

3.4.2.14.3.4. Fight fires and assist with cabin smoke and fume removal.

3.4.2.14.3.4.1. Remove and stow over-wing hatches.

3.4.2.14.3.4.2. Assist Medical Crew Director (MCD) (as directed).

3.4.2.14.5. Investigate door warnings in flight.

3.4.2.14.5.1. Inspect doors.

3.4.2.14.5.2. Assess situation and make recommendations.

3.4.2.14.6. Investigate in flight landing gear problems.

3.4.2.14.6.1. Conduct visual inspections through viewing port.

3.4.2.14.6.2. Close and latch gear doors after landing and assess damage (if necessary).

3.4.2.14.7. Investigate in flight malfunction of flight controls and engines.

3.4.2.14.7.1. Visually inspect flight controls surfaces e.g., ailerons, flaps, spoilers.

3.4.2.14.7.2. Visually inspect engines.

3.4.2.14.8. In the event of a crash landing or ditching:

3.4.2.14.8.1. Act as a liaison between pilots and medical crew.

3.4.2.14.8.2. Assist with securing equipment and personnel in the cabin.

3.4.2.14.8.3. Assist MCD (as directed).

3.4.2.14.8.4. Assist MCD with launching life rafts.

Attachment 8**IC 2000-2 TO AMCI 21-117, FLYING CREW CHIEF PROGRAM****29 September 2000****SUMMARY OF REVISIONS**

Interim change (IC) 2000-2 adds FCC training qualifications and mission duty requirements for C-20C and VC-25A Flying Crew Chiefs.

3.4.8. C-20C. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.

3.4.8.1. All general servicing tasks.

3.4.8.2. SS for refuel, defuel, and refuel/defuel transfer member.

3.4.8.3. Aircraft tow supervisor, tow member, tow brake operator, and tow vehicle operator.

3.4.8.4. Powered/non powered AGE operation.

3.4.8.5. Tire/brake change.

3.4.8.6. Marshalling.

3.4.8.7. APU operation.

3.4.8.8. DOPP qualified as prescribed in AMCI 21-103.

3.4.9. VC-25A. As a minimum, FCCs must be qualified and certified in their CFETP, IAW AFI 36-2201.

3.4.9.1. All general servicing tasks.

3.4.9.2. CSS for refuel, defuel, and refuel/defuel transfer member.

3.4.9.3. Aircraft tow supervisor, tow member, tow brake operator, and tow vehicle operator.

3.4.9.4. Powered/non powered AGE operation.

3.4.9.5. Tire/brake change.

3.4.9.6. Marshalling.

3.4.9.7. APU operation.

3.4.9.8. Engine run.

3.4.9.9. Thrust reverser lock-out.

3.4.9.10. DOPP qualified as prescribed in AMCI 21-103.

3.4.9.11. Cargo door/baggage loader/staircase truck operation.

3.4.9.12. In-flight passenger information system troubleshooting and operation.

3.4.9.13. VC-25 arrival and departure procedures.

3.4.9.14. Fire protection card replacement.

3.4.9.15. Self-Defensive System fault display.

3.4.9.16. Nose gear manual extension.

3.4.9.17. Air conditioning/pressurization operations.

3.4.9.18. Hydraulic systems familiarization.